



Conservationist Supervisor Open Non-Promotional Statewide Examination

Department:	California Conservation Corps
Opening Date:	01/09/15
Type of Exam:	Departmental Open, Non-Promotional
Salary:	\$5,092 - \$6,328 Per Month
Location:	Statewide

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications (MQs) as stated on this bulletin may apply for and take this examination.

CONTINUOUS FILING

Applications will be accepted on a continuous basis. Testing is considered continuous as new testing dates can be set at any time as department needs warrant.

Cut-off (final filing) dates will be scheduled and announced periodically with adequate time for applicants to submit an application. The last cut-off date was **April 10, 2019**.

HOW TO APPLY

Complete, print, and mail a standard state application (STD. 678) to the address below. Faxed or e-mailed applications will **not** be accepted. Applications postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. Please include **Con Sup Exam 5CQ02** on the front page of the application.

File by mail or
in person: California Conservation Corps
1719 24th Street
Sacramento, CA 95816
Attn: Exam Unit

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. Applications may be obtained by either logging into your Cal Career account at <http://www.jobs.ca.gov>, and printing a copy of your application on file, or by completing and printing a STD 678 (found here: <https://www.jobs.ca.gov/pdf/std678.pdf>). Send your completed application to the address above. Please make sure to sign your application.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements or other reasonable accommodations, contact the CCC Exam Unit at (916) 341-3140, or via the California Relay Service for the deaf or hard of hearing at (800) 735-2929 for TTY phones or at (800) 735-2922 from voice phones.

TYPE OF EXAMINATION

This is an open, non-promotional examination for the California Conservation Corps. Career credits and veterans' preference will be granted.

TESTING PERIOD

A candidate may be tested only once during any testing period. The testing period for this examination is 18 months. Once you have taken and passed this examination, you may not retest for 18 months.

THE POSITION

This is the full supervisory level in the series. Under direction, incumbents supervise conservationist staff performing projects, educational, and mission critical tasks and are responsible for obtaining project agreements; and other related work.

Incumbents plan, organize, and direct the operations of conservationist staff performing projects; plan and implement in-service training and employee development programs for subordinate staff; evaluate performance and take or recommend appropriate action; oversee training, safety, welfare, development, and performance; maintain community resource support, develop funding source sponsors, and negotiate project agreements; develop and maintain relationships with project sponsors, and maintain the confidence and cooperation of sponsors; manage the quality, completion, and evaluation of project and overnight camp/spike operations; and coordinate emergency response.

POSITIONS

Positions exist statewide with the California Conservation Corps.

EXAMINATION INFORMATION

Qualifications Appraisal Panel Interview Weighted 100%

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

It is anticipated that interviews will be scheduled in May/June 2019.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the cut-off date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications (MQs) required.

NOTE: A completed standard state application (STD. 678) is required and must include: "to" and "from" dates (month/day/year), time base, and civil service or private sector titles. It is the applicant's responsibility to provide the specific information under duties performed that illustrates the qualifying experience needed to meet the MQs.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS

Possession of a valid Commercial Class C driver license with a Passenger Transport Vehicle special endorsement or equivalent. (Applicants who do not possess the license will be admitted to the examination, but must secure and provide evidence of their license prior to appointment.) **AND**

Equivalent to completion of the twelfth grade; **AND**

Either I

One year of experience in the California state service performing duties of a class with the level of responsibility equivalent to that of a Conservationist II; **Or**

MINIMUM QUALIFICATIONS (Cont'd)

II

Two years of progressively responsible experience in program operations and management, including one year at an administrative level performing a variety of management-related activities including supervision of staff, program planning, management and evaluation, and personnel management. This experience shall have included the preparation of written reports and the presentation of written recommendations to management. Experience in the California state service applied toward this requirement must include one year performing duties of a class with a level of responsibility no less than that of Conservationist II; **Or**

III

Three years of experience in California state service performing duties of a class with the level of responsibility equivalent to that of a Conservationist I, Range B; **Or**

IV

Five years of experience in organizing, instructing, supervising and evaluating six or more people in an organization requiring specific accomplishments or completion of specific tasks. Such experience must include direct responsibility for the discipline, direction, and welfare of the persons involved, two years of which involve direct supervision of staff. Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility no less than that of a Conservationist I, Range B. Qualifying experience can be gained through work in the following types of business/activities: labor crew in the private or public sector; organized outdoor adventure programs; service-oriented organizations (fast foods chains, park and recreation facilities, summer camps, group homes, and daycare facilities); seasonal labor; or educational programs. College education may be substituted for up to 12 months of non-supervisory qualifying experience with 30 semester or 45 quarter units from an accredited college or university being equivalent to 12 months of experience; substitution of college education does not apply toward the supervision of staff requirement.

SCOPE OF EXAMINATION

Qualifications Appraisal Panel Interview – Weighted 100%

In addition to evaluating each candidate's relative abilities, as demonstrated by quality and breadth of experience, the oral exam interview will place emphasis on measuring competitively, relative to job demands, each candidate's aptitude in the following areas:

Scope

A. Knowledge of:

1. Principles of personnel management, business and public administration.
2. Purposes, organization, policies, procedures and rules of the department..
3. Principles of ecology and natural resource conservation.
4. Principles of facilities and grounds maintenance.
5. Principles and practices of health and safety standards.
6. Principles and practices of employee supervision.
7. Principles and practices of employee/employer relations.
8. Equal Employment Opportunity Program objectives.
9. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

B. Ability to:

1. Maintain a healthy and safe working and living environment.
2. Organize, coordinate and plan programs for Conservationist staff and crew members' training.
3. Maintain facilities and grounds.
4. Complete center, overnight camp/spike, and emergency projects.
5. Prevent and solve problems by utilizing management and communication skills, concepts and techniques.
6. Analyze situations and take effective action.
7. Keep records and prepare written reports.
8. Maintain effective external relations with public community and organization interests specifically in the development of funding sources.
9. Analyze data and present ideas and information effectively.
10. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

PREFERRED OR DESIRABLE QUALIFICATIONS

Associate of Arts Degree or equivalent to completion of two years of college, preferable with specialization in public business administration, environmental studies, social sciences or youth services administration. Experience in the operations or management of a youth or adult work experience and/or training and education program; experience in human resource programs; background in ecology and natural resource conservation; excellent communications skills; ability to take effective action under extreme pressure and/or during emergency situations; ability to effectively manage the operation and maintenance of facilities and grounds; ability to manage several priorities simultaneously; general knowledge of budget preparation and administration; knowledge of grant writing and reporting requirements; and knowledge of State and Federal audit guidelines.

ELIGIBLE LIST INFORMATION

The names of successful candidates will be merged onto the existing eligible list in order of final score, regardless of testing date. Eligibility expires 24 months after it is established. Candidates may re-take the examination to re-establish eligibility after **18** months

CAREER CREDITS

Career credits will be added to the final score of all candidates who are successful in this examination and who qualify for these credits. **IF YOU RECEIVE VETERANS' PREFERENCE, YOU CANNOT ALSO RECEIVE CAREER CREDITS.**

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. For information on how to apply for Veterans' Preference, please see the general information section on this bulletin.

PRE-EMPLOYMENT REQUIREMENTS

Successful candidates who receive a conditional offer of employment will be required to do the following before they can be appointed:

- **Class C License** – Provide evidence that a Commercial Class C driver license with a Passenger Transport Vehicle special endorsement has been obtained from the Department of Motor Vehicles (DMV).
- **Pre-employment Drug Test** – Pass a urine drug test. In accordance with the Federal Highway Administration regulations (49 CFR, Part 382), persons hired to a class requiring a commercial driver license must take and pass a pre-employment drug test. **Please note:** Per California Code of Regulations § 213.5, applicants who fail the drug test pursuant to section § 213.4 (h), will be disqualified from the examination in which they are competing and, except as provided by section § 213.5 (e), shall not be eligible to take any State civil service examination for a class for which drug testing is required until one year has elapsed from the date the drug test specimen is given.
- **Background Investigation** – Undergo fingerprinting and successfully pass a Criminal Offender Record Information check completed by the Department of Justice (DOJ) which may or may not also include a background check through the Federal Bureau of Investigation (FBI).
- **Medical Exam** – A medical clearance exam is required for this classification.

CONTACT INFORMATION

If you have questions about this exam, please contact Donna Tritt, the Exam Analyst, at (916) 341-3140 or by email at donna.tritt@ccc.ca.gov.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the California Conservation Corps Examination Unit in Sacramento at (916) 341-3140, three weeks after the cut-off/final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

State applications (STD. 678) are available at the California Department of Human Resources, local offices of the Employment Development Department, and accessible on the internet at www.jobs.ca.gov, or at www.ccc.ca.gov.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be rated against a predetermined job-related rating scale, and all candidates who pass the examination will be ranked on the eligible list according to their scores.

The California Conservation Corps reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Eligible lists are established by competitive examination, regardless of date, and must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Drug Testing: Applicants who are offered a Conservationist I position will be required to submit to a drug test. In accordance with California Code of Regulations section § 213.5, applicants who fail the drug test during the pre-employment process will have the job offer rescinded, his/her name withheld from the eligibility list and he/she will have to wait one year to re-take the exam.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps or five years after graduation if the competitor has participated in a CCC scholarship program). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination.

Veterans' Preference: Effective January 1, 2014 – Assembly Bill 372, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans' Preference process is administered by the State of California. Veterans' Preference will now be awarded as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as *any open* competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

How to apply for Veterans' Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veteran's Preference Application form (CalHR 1093). Additional information is also available on the Department of Veterans Affairs website at www.cdva.ca.gov.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.